

TOWNSHIP OF
CAVAN MONAGHAN

Have it all. Right here.

Request Form

Under the Municipal Freedom of Information and Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: Township of Cavan Monaghan
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If request is for **access to**, or **correction of**, own personal information records:

Last Name appearing on records: same as below, or: _____

Mr. Mrs. Ms. Miss.

Last Name: _____

First Name: _____

Middle Name: _____

Address: Street/Apt. No./P.O. Box /R.R. #: _____

City/Town: _____

Province: _____

Postal Code: _____

Telephone Day: () _____ Evening: () _____

Email address: _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known).

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred Method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date: M/D/Y
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For Institution Use Only		
Date Received: M/D/Y	Comments:	
Received By:		
Request Number:		
Requestors Identification Verified if applicable:		Initials

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.